



On-The-Job Training Support Services Request for CCD Assistance

Requests must be approved in advance of purchase or providing services. WSDOT will not honor invoices submitted for payment that do not have prior approval.

Form Completion Instructions

- Fill out all requested information. Incomplete forms will be returned to you.
- Forms that are difficult to read will be returned to you, so please print clearly.
- Attach additional sheets if necessary to provide all requested information.

Who should fill out this Form?

The authorized representative of the organization requesting services for the CCD should complete this form. Please note certain services necessary for the Construction Career Day cannot be paid for by WSDOT. If you have questions about an item not mentioned on the form, please call or email with your question.

How do I return the form?

Complete the application, print, scan and email a copy to OJTSSinfo@wsdot.wa.gov. Please retain a copy for your records.

Contact 360-704-6314 OJTSSinfo@wsdot.wa.gov with any questions.

What happens next?

You will be notified of whether your request was approved, denied or if more information is needed. You will also receive information explaining documentation you will be required to submit along with the invoice to request payment.

Please Note:

Funds/Items requested are only to be used for the approved purpose or individual. Any misappropriation of funds may result in action being taken by WSDOT to recover the funds, and any future requests for funding may be denied.